



CEPAC

APPROVED MINUTES

January 20, 2005

Call to Order: Chair Russ Cherry called the meeting to order at 7:02 PM.

Attendance: Present: Russ Cherry, Teresa Chaves, John Pilger, Donna Wynne, Brian Shreve, Tim Howard, Annell Spencer

Excused: Mike Berryhill

Absent: Dave Harman

Staff: Americo Silvi, George Washburn

Liaison: Althea Polanski

Pledge of Allegiance

Minutes: Minutes of the November meeting were approved without changes.

Citizen's Forum: None

Announcements:

1. B/C Silvi announced a forthcoming training on the "Role of Commissioners and Board Members." He also announced the Recognition Dinner to be held in April. In lieu of spending for gifts, the money will instead go to families needing financial assistance to participate in recreation service programs.
2. Russ announced that the public can sign up for the Emergency Notification Program should they desire to be notified of emergencies thru e-mail, pager or phone. He also announced about training courses being offered by CSTI.
3. John announced the swearing in of the new Public Safety Chief, Don Johnson. The event to be held on January 31 in Sunnyvale.
4. Councilmember Polanski announced the Time Capsule Dedication to be held on 1/26/05 in the Council chambers at 7 p.m. This event concludes the City's 50th Anniversary celebrations.

Approval of Agenda: Approved without changes.

Staff Reports:

1. SAFE - B/C Silvi reported the following:
 - SAFE 2004 volunteer hours: 972.
 - SAFE Class 12 begins this evening with 17 participants.
 - An Operations Workshop was taught in November for new SAFE members.

2. RACES - B/C Silvi reported the following:

- RACES 2004 volunteer hours: 722.
- An open house was held for the newly established Amateur Radio station installed in the Fire Station 1 portable which is open every Saturday morning to serve as a RACES recruiting and training aid.

3. Automatic Electronic Defibrillators (AED) Program:

- B/C Silvi reported that the timeframe for implementation is 60-90 days for the four units that are now available for redeployment from Engines Companies. Possible locations are the Corp. Yard, City Hall, Community Center and Senior Center. The Police Department and Sports Center already have one each. Russ recommended getting these four units in place as soon as possible. B/C Silvi will be assigning two of the paramedics to coordinate implementation.
- Ten additional AEDs worth approximately \$30,000 are being requested in the new budget.
- John recommended having one AED on each floor in City Hall. He also suggested looking at recommendations from the EMS community.
- Tim suggested checking with the County about its plan to provide an AED in the library.
- It was motioned and seconded that CEPAC will recommend to the Council putting two AEDs in City Hall (first and third floors). John will prepare recommendation and forward to B/C Silvi.

Unfinished Business:

1. Shaker Shut-Off Valves:

- Russ reported that Calpine and PG&E are still looking at the proposal, and waiting for their response. He will bring recommendation to CEPAC once he hears from them. Russ also informed the group that he has installed a shut-off valve in his house, and anyone interested may go and take a look.

2. CEPAC appointments and vacancies:

- Russ reported that Robert Finnie has resigned. CEPAC Chair Russ Cherry will request to Mayor Esteves that John Pilger move up as "at large resident."
- B/C Silvi will have Gail Blalock check on the file for applicants, and see who could possibly be recommended to fill vacant spots.
- Councilmember Polanski informed the group that the City is looking for applicants for all the commissions, with a deadline of February 8, 2005.
- A discussion was made regarding the "Industry" position/representative. After some discussion, it was motioned and seconded that the Industry representative be defined as one who may be working in another City but resides in Milpitas, and is knowledgeable on his/her company's Emergency Preparedness Program, and preferably a member of the company's Emergency Response Team. This change will be recommended to Council for a revision of the CEPAC's bylaws.
- B/C Silvi asked the Commission if there is a need to change any of the positions since they were never re-evaluated since the Commission was first formed in 1989.

3. Care & Shelter Facilities:

- The Subcommittee is scheduled to meet on January 24, 2005, 10:00 AM, at Fire Station 1.

New Business:

1. Naming of the new Milpitas Library.

- After some discussion, it was motioned and seconded that CEPAC recommend the library name to just be Milpitas Library, and that specific rooms can be named after people who have helped in the founding of Milpitas.

2. 2005 MUSD Disaster and Mass Feeding Exercise:

- Brian will confirm exact date of exercise (April 13 or 14).
- There is still the need for a Chair/Coordinator for this event.
- The first meeting for this event will be held on February 17, 2005, 6:00 PM at Weller School. OES Staff will notify key players from the School Board, PD, Fire, Purchasing and Public Works.

3. Election of Officers:

- It was motioned and seconded that Russ Cherry remain as CEPAC Chair, and Annell Spencer as Co-chair.

Other:

1. CEPAC Website:

- There are still two missing pictures among the Commissioners.
- The job description of a CEPAC Commissioner is posted in the site.
- The November 04 minutes will be posted tomorrow, Jan. 21.

Adjournment: Meeting was adjourned at 8:20 PM.

Next Meeting: March 17, 2005, 7:00 PM, Milpitas City Hall Committee Room.



CEPAC

APPROVED MINUTES

March 17, 2005

Call to Order: Chair Russ Cherry called the meeting to order at 7:03 PM.

Attendance: Present: Russ Cherry, Teresa Chaves, Donna Wynne, Mike Berryhill, Brian Shreve, Tim Howard, Annell Spencer

Excused: John Pilger

Absent: Dave Harman

Staff: Americo Silvi, George Washburn

Liaison: Althea Polanski

Pledge of Allegiance

Minutes:

- Russ Cherry noted that Teresa Chaves did volunteer as chair of the joint CEPAC/City of Milpitas/Milpitas Unified School District Exercise Committee.
- Moved, seconded and unanimously approved with that change.

Citizen's Forum:

- Marilyn Hay, Library Advisory Commissioner, explained the proposed library parcel tax which consists of two measures. Measure A will continue the parcel tax in effect since 1994 at \$33.46 per parcel. Measure B, which requires Measure A to pass, will make up for funds taken by the State with an additional \$12 parcel tax. Both measures are for ten years. A mail-in ballot will be sent to voters in early April, due by May 3rd. Commissioner Hay provided handout material and asked CEPAC members to volunteer their time.
- Bill Dale, RACES Training Officer, thanked CEPAC for its support in establishing the Amateur Radio station in the portable building at Fire Station 1.

Announcements/Correspondence:

- Americo Silvi distributed applications and rules for the July 4th parade.

Approval of Agenda:

- Approval of the Agenda was moved, seconded and unanimously approved with no changes.

Staff Reports:

- See attached for staff report on RACES and SAFE programs.
- Russ Cherry initiated a discussion regarding SAFE Kits. Staff will check the expiration date on the water in the Kits and will confirm that SAFE Kits are still being advertised on cable channel 15. Staff will also investigate advertising SAFE Kits on the City web site and will contact the Milpitas Post regarding an article on the Kits.
- Russ Cherry initiated a discussion regarding the original SAFE program steering committee and expressed a desire to do something to recognize them in light of the success of the program.
- Automatic External Defibrillator (AED) Program. The program recommended by Milpitas Fire has been approved by the County Health Department. Americo Silvi will provide a copy of the approval to Russ Cherry. A program budget \$30,000 is in the proposed FY05/06 Fire Department budget. Russ Cherry suggested a letter of support for the program from CEPAC to the City Council which Americo Silvi will draft. Americo Silvi will notify CEPAC members when the matter is agendaized for the Council. Americo Silvi also committed to clarify the number of units planned to be deployed, the number to be converted from existing units and the number to be acquired along with related program costs. The level of planned training is yet to be defined.

Unfinished Business:

Reports

- Russ Cherry advised that neither PG&E nor Calpine is currently willing to make a donation to support the utilities shutoff placard at this time. Per Russ Cherry, this matter is to be tabled for some months until he contacts PG&E and Calpine again.
- Appointments and Vacancies. As requested by Russ Cherry, Americo Silvi reported that he has requested from the City Clerk's Office the names of persons who have applied for other commissions to see if any of them may be interested in a CEPAC appointment. Americo Silvi confirmed that a final version of revised CEPAC bylaws has yet to be published.
- Joint CEPAC/City/MUSD School Exercise (April 14th). The next exercise committee meeting is at 5:30PM on Thursday, March 31st in the Weller School library. It was reported that Bart Damele of Purchasing is working with Weller Assistant Principal Eric Lewis on lunch supplies. George Washburn reported that exercise message development is underway and that he is waiting for the classroom number to finish the messages. Brian Shreve reported that two classrooms will be involved but only one will contain "injured" students. Russ Cherry advised that the Business Partners for Emergency Preparedness (PEP) will again provide evaluators for the exercise.
- Care & Shelter Facilities. Tim Howard reviewed efforts to identify a second site in the west half of the city. Brian Shreve reviewed the Red Cross/MUSD shelter agreement which is still in effect. Brian Shreve said that MUSD may request the Red Cross to place an ark in Milpitas. Americo Silvi reported that he is continuing to discuss shelter issues with John Buckel of the Red Cross including feeding. Tim Howard noted that the dining facility in the new garage planned next to the new library was voted down by Council. He suggested and Russ Cherry concurred that CEPAC should consider sending a letter to Council asking for reconsideration of that decision. Chief Silvi will research this issue and respond to CEPAC members. Russ

Cherry asked Staff to research the likely numbers of persons who will be displaced from their homes in the event of a major earthquake.

New Business:

- As requested by the City Manager's Office, a survey was conducted of CEPAC members present regarding the inclusion of a non-denominational invocation at the beginning of meetings. Opposition to such an invocation, including a moment of silence in lieu of a spoken invocation, was unanimously rejected.
- Russ Cherry asked that the status of smoke detectors be on the next CEPAC agenda including sound level issues and talking smoke detectors.
- Americo Silvi gave a brief report on the status of the Emergency Volunteer Coordination program being implemented countywide.
- Medical Reserve Corps (MRC). Americo Silvi and George Washburn reviewed their findings after meeting with Morgan Hill regarding their MRC and after conducting research regarding the availability of retired medical personnel in the City. Based on their findings, Americo Silvi and George Washburn recommended against starting a MRC in Milpitas at this time. They will contact Cupertino OES regarding their pending MRC.
- Russ Cherry proposed investigating an ordinance to require shaker or flow valves for natural gas supplies to residences. Americo Silvi recommended that any such action be initiated soon given the level of pending development in the City. Russ Cherry reported that he has model ordinances on which to base a proposed ordinance for Milpitas. Americo Silvi will organize a meeting between Russ Cherry and the Fire Prevention Bureau regarding this subject. CEPAC members indicated consensus on this approach.

Adjournment: Meeting was adjourned at 8:25 PM.

Next Meeting: March 17, 2005, 7:00 PM, Milpitas City Hall Committee Room.

CEPAC Meeting

March 17, 2005
Staff Report

1. RACES Update

- RACES 2005 year-to-date volunteer hours: 60
- The newly established Amateur Radio station installed in the Fire Station 1 Portable has been open every Saturday morning, serving as a RACES recruiting and training aid.
- Two SAFE members in Team 2 earned Amateur Radio licenses and have joined Milpitas ARES/RACES, too.

2. SAFE Update

- SAFE 2005 year-to-date volunteer hours: 292
- SAFE Class 12 graduated 14 members on Saturday, March 5th; total SAFE membership is now 130
- A Communications Techniques workshop was taught in February to 24 SAFE members

3. 2005 SAFE Class Calendar

- Basic: Class 12A – April 7th through May 21st
Class 13 – September 15th through October 29th
- Advanced: First Aid Refresher – May 14th
Full Scale Exercise – September 17th
Shelter Manager Training – November 5th
- Recurring: Amateur Radio – Announced as available
CPR – TBD (June or July)
Operations Workshop – November 10th and 12th

Note: Basic Class 12A has been offered to the Summit Pointe HOA but may be cancelled if sufficient registrations do not occur.

4. Other

- A preparedness presentation was delivered by Fire OES to members of the Summit Pointe HOA on February 22nd.



CEPAC

APPROVED MINUTES

May 19, 2005

Call to Order: Chair Russ Cherry called the meeting to order at 7:00 PM.

Attendance: Present: Russ Cherry, Teresa Chaves, Donna Wynne, Mike Berryhill, Brian Shreve, Tim Howard, Annell Spencer, John Pilger

Staff: Demetrius Kastros, George Washburn

Liaison: Althea Polanski

Pledge of Allegiance

Minutes:

- Althea clarified she was excused (not present) at the March meeting. Approval of the minutes was moved, seconded and unanimously approved with that change.

Citizen's Forum:

- None.

Announcements/Correspondence:

1. Russ announced that Dave Harman has resigned from the Commission to go back to school and that he can reapply if he wants to.
2. Althea announced the Taste of Milpitas event on May 21, and the Memorial Service on May 30.
3. John informed the Commission that he has attended the Homeland Security Training to become an instructor, and that he can conduct training for the Milpitas Fire Department if there is an interest.
4. Althea announced that the Council has reappointed Russ and Brian to the Commission with their terms extending to July 2008, and Mike with term extending to July 2006.

Approval of Agenda:

- Approval of the Agenda was moved, seconded and unanimously approved with no changes.

Staff Reports:

1. RACES and SAFE Programs - see attached staff report.

2. 2005 MUSD Mass Feeding Exercise:

- George distributed copies of the e-mail (copy attached) from Barbara Erickson detailing her observations of the drill.
- Russ noted that the Incident Command location was not visible from the street. Brian indicated that this was because of budget constraints. Russ indicated the Committee needs to secure materials to make the sign discernable (i.e. flags, strobe lights, etc.).
- Russ reported that the drill went well, and thanked Teresa for being the Committee chair for this event.

Introduction of New OES Battalion Chief:

- Demetrius Kastros was introduced as the new Office of Emergency Services Battalion Chief, replacing Americo Silvi who has been assigned to Emergency Response.
- Demetrius briefly reported on the SAFE Program, including the proposal to get a SAFE Team in City Hall.

Unfinished Business:

- Automatic Electronic Defibrillator Program (see attached report).
 - Mike noted that the library is not on the list of locations where AEDs will be placed. The JPA will be consulted about this.
 - Russ inquired if the units from the engine companies will still be taken off and diverted to public buildings. Demetrius will confirm and report back at the next meeting.
 - The final approval of this program will be made in June during budget approval.
 - The tentative placement date will be determined soon after the final approval.

Others:

- A discussion was made regarding the use of 9-1-1 in cell phones. George reported that service providers are working on their systems but some of them are not there yet.
- A follow-up needs to be made on the final approval of the CEPAC Bylaws.
- Discussion of the shaker shut-off ordinance needs to be included in the next meeting.

Adjournment: Meeting was adjourned at 7:45 PM.

Next Meeting: July 21, 2005, 7:00 PM, Milpitas City Hall Committee Room.



CEPAC

UNAPPROVED MINUTES

July 21, 2005

Call to Order: Chair Russ Cherry called the meeting to order at 7:00 PM.

Attendance: Present: Russ Cherry, Teresa Chaves, Donna Wynne, Mike Berryhill, Brian Shreve, Tim Howard, Nancy Martinez, Cliff Baughn, Bill Nolan

Excused: John Pilger

Absent: Annell Spencer, Althea Polanski

Staff: George Washburn

Pledge of Allegiance

Minutes: Approval of the minutes was moved, seconded and unanimously approved.

Citizen's Forum:

- Friedell Barnes talked about a consumer protection program called TURN. She requested that further discussion of this program be included in a future CEPAC agenda.

Announcements/Correspondence:

1. George announced that the new Fire Chief will be on board August 1. He also reported that Demetrius Kastros has been appointed Acting Fire Chief until the new Chief is on board. Because of this assignment, George has assumed OES duties. George also informed the group that B/C Kastros is absent because of his son's hospitalization. Russ suggested inviting the new Chief to the next CEPAC meeting.
2. Russ passed around a copy of "Government Technology" magazine and encouraged the members to avail of its free subscription.

Approval of Agenda: Approval of the Agenda was moved, seconded and unanimously approved.

Staff Reports:

1. RACES and SAFE Programs - see attached staff report. George distributed copies of the SAFE newsletter. Russ suggested providing a link to the newsletter in the CEPAC website.

2. AED Program Status – George reported that the City has budgeted for 10 AEDs. If budgeted funding will accommodate it, an 11th AED will be purchased and offered for installation in the Library.

Unfinished Business:

1. Shaker Shut-Off Valves – Russ reported that an ordinance on the installation of shut-off valves needs to be developed and presented to Council. Russ needs to meet with the Assistant Fire Marshal to get his input on this (George will arrange meeting). The Gas Shut-Off Wrench Program is filed at the moment due to complications with PG&E. The Commission was not able to get funding from PG&E and Calpine.
2. Care and Shelter – The City's mass care shelter is located at the Sports Center. Brian reported that Red Cross has estimated the cost of locating a mass care cache is \$10,100. The Red Cross is coordinating with the School District about putting an ark in place at Milpitas High School. George will call Rex Painter (Red Cross) about the ark, and will send an e-mail members informing them of what was discussed. Further discussion was made about storing food in caches. George reported that the decision, based on other jurisdictions' experiences, was to not store food because of shelf life issues and the availability of food in grocery stores. Donna stated there is a need to educate and encourage citizens about storing their own food and water supplies.
3. Bylaws – Russ reported that the current bylaws shows that it was adopted on August 19, 2003, however, he is not aware of such adoption (no copies of the bylaws were received from the time proposed changes were submitted to the then City Clerk). Brian stated the Commission needs to find out if the proposed amendments were indeed incorporated in the adopted bylaws. George will e-mail a copy of the bylaws to the Commission members for review. Recommendations should be brought back to the next meeting. A discussion was also made on the role of the RACES representative in the Commission (see attached letter of George to Russ).

New Business: None

Others:

1. Tim asked if a request has been made to have the OES Communications Van at the Art and Wine Festival.
A request will be made to George.
2. Russ reported that RACES volunteers are no longer allowed to drive the Van.
3. George passed out copies of the CEPAC roster/directory; corrections were made and submitted back to George.
4. Russ asked the members to come up with new ideas/issues that the Commission needs to pursue or work on, and bring back suggestions to the next meeting.

Adjournment: Meeting was adjourned at 8:15 PM.

Next Meeting: September 22, 2005, 7:00 PM, Milpitas City Hall Committee Room.